



FIRST AID POLICY

Rationale

From time to time Springside Primary School staff might need to administer first aid to students at school or school activities. Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Aims

This policy aims to:

- provide comfort and first aid treatment to injured or ill students
- communicate student's injuries or illness to parents when necessary
- assess whether additional treatment may be required
- maintain a sufficient number of staff members qualified in first aid
- provide basic first aid knowledge for all staff
- children with a disability and additional needs are safe and can participate equally.

Scope

First aid for anaphylaxis and asthma are provided for in our school's:

- Anaphylaxis Policy
- Asthma Policy

Implementation

Staffing

- Provision will be made for a qualified first aid officer to be on duty during all break times
- All staff members will be available to provide first aid treatment for minor injuries and illness during lunch and recess breaks. For more serious injuries/illnesses a Level 2 first aider must be consulted. A list of these trained first aiders will be made available to all staff and posted in the first aid room.
- The first aid coordinator will alert all staff about DE&T directions related to first aid.

First aid kits

- The first aid coordinator is to ensure the first aid room will have necessary equipment for first aid treatment is adequately stocked and kept clean. Assistance of all the staff in providing a comfortable and safe environment is expected.
- First aid procedures are displayed in the first aid room. The requirements are defined by DE&T will be followed
- The first aid coordinator will ensure that at the commencement of the school year classrooms are provided with a basic first aid kit. It is the responsibility of the classroom teacher to ensure that these kits are restocked as required.
- In addition, yard duty first aid bags will be provided and restocked by the first aid officer.
- Portable first aid kits will be provided for camps/excursions/sporting events. These will be maintained and restocked by the first aid officer/coordinator along with all equipment (such as the used by date of asthma inhalers) on a regular basis

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to first aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid management

- If an incident requiring first aid treatment/ medical intervention occur in the classroom, the child will report to the office with a note or phone call from the teacher indication the nature of the ailment
- If an incident requiring first aid treatment/ medical intervention occur in the yard:
 - it will be reported to the yard duty teacher who will manage the problem.
 - If necessary, they will refer the child to the first aid room. The child will be given a sickbay pass; this indicates to the staff in the office that the yard duty teacher has deemed it necessary for the student's illness/injury to be managed by the first aid officer.
- If first aid support is required in the school yard another student will report to Reception with either a:
 - red card indicates an anaphylaxis emergency
 - white card indicates that additional assistance is required urgently at the scene.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time. It is recommended that all families have personal accident insurance and ambulance cover.
- Staff may contact NURSE-ON-CALL on 1300 60 60 24 in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- Parents are required to provide signed authority forms for all excursions and camps deeming the teacher in charge to take all necessary steps to aid the ill or injured. Medical assistance will have to be called, or medicines administered under teacher's supervision if parents or emergency contacts cannot be made
- The first aid officer will contact the students' parents if they deem it necessary for the student to be sent home.
- No child, who is ill or injured, will be sent home without the knowledge of the classroom teacher. Siblings will be informed where possible, if a student is injured or unwell and is sent home.
- Whenever first aid treatment has been administered to a student Springside Primary School will:
 - record the incident on the First Aid Daily Register, CASES21 and on Compass by the treating officer
 - if first aid was administered in a medical emergency (e.g. deep lacerations, fractures, or injuries requiring medical or dental intervention etc.), report the incident to the Department's Security Services Unit on 03 9859 6266 and Worksafe on 13 23 60
 - communicate injuries with parents via Compass. In the case of a head injury a copy of the CASES21 Sickbay Visit notice must be provided to the students and parents will be notified by telephone and an email notification via Compass
 - report serious injury or illnesses to a Principal and first aid coordinator.

Resources

Please refer to this policy, in conjunction with the following policies:

- Springside Primary School Health Care Needs Policy
- Springside Primary School Medication Administration Policy
- Springside Primary School Anaphylaxis Policy
- Springside Primary School Asthma Policy

Evaluation

- This policy was updated in **APRIL 2020**.
- This policy will be reviewed as part of the school's review cycle, scheduled for **APRIL 2024**.